GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Service - Revenue Department - Departmental proceedings against Smt. Nelluri Swathi, Village Revenue Officer, Lakshmipuram Village, O/o Tahsildar, Pendurthi Mandal, Visakhapatnam District - Departmental proceedings under Rule 20 of APCS (CCA) Rules, 1991 - Articles of Charges - Issued.

REVENUE (VIGILANCE-III) DEPARTMENT

G.O.RT.No. 1098 Dated: 17-09-2025

Read the following:-

1. From the DG, ACB with letter Sc.No.25/DES-WVP/2021, dt.24.07.2024.
2. From the DG, ACB with letter C.No.25/DES-WVP/2021-S.11, dt.23.05.2025.
3. G.O.Ms.No.343, Revenue (Vig.III) Department, dated:17.09.2025.

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O R D E R:

It is proposed to hold an enquiry against Smt. Nelluri Swathi, Village Revenue Officer, Lakshmipuram Village, O/o Tahsildar, Pendurthi Mandal, Visakhapatnam District in accordance with the procedure laid down in Rule 20 of the A.P.Civil Services (CC & A) Rules, 1991 for indulging in corrupt practices while discharging her duties while Surprise Check was conducted on 20.07.2021, 21.07.2021, and 22.07.2021 by the Inspector of Police, Anti Corruption Bureau, Visakhapatnam and Rajamahendravaram.

2. The substance of the imputations of misconduct in respect of which the inquiry is proposed to be held is set out in the enclosed statement of Articles of Charges (Annexure.I). A list of documents by which, and a list of witnesses by whom, the Articles of Charges are proposed to be sustained are also enclosed (Annexures. II, III & IV).

3. Smt. Nelluri Swathi, Village Revenue Officer, Lakshmipuram Village, O/o Tahsildar, Pendurthi Mandal, Visakhapatnam District is directed to submit within 10 days of the receipt of this order, a written statement of her defence.

4. Smt. Nelluri Swathi, Village Revenue Officer, Lakshmipuram Village, O/o Tahsildar, Pendurthi Mandal, Visakhapatnam District is informed that an inquiry will be held only in respect of those Articles of Charges as are not admitted. She should, therefore, specifically admit or deny each Article of Charge.

5. Smt. Nelluri Swathi, Village Revenue Officer, Lakshmipuram Village, O/o Tahsildar, Pendurthi Mandal, Visakhapatnam District is further informed that if she does not submit her written statement of defence on or before the time specified

(P.T.O)

in Para 3 above or otherwise fails or refuses to comply with the provisions of Rule-20 of Andhra Pradesh Civil Services (CC&A) Rules, 1991 or the orders/directions issued in pursuance of the said rules, the Inquiring Authority may hold inquiry against her ex-parte. Further action will be processed based on the material available.

6. Attention of Smt. Nelluri Swathi, Village Revenue Officer, Lakshmipuram Village, O/o Tahsildar, Pendurthi Mandal, Visakhapatnam District is invited to Rule 24 of the A.P.Civil Services (Conduct) Rules, 1964, under which no Government servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further her interests in respect of matters pertaining to her service under the Government. If any representation is received on his/her behalf from any other person in respect of any matter dealt within these proceedings it will be presumed that Smt. Nelluri Swathi, Village Revenue Officer, Lakshmipuram Village, O/o Tahsildar, Pendurthi Mandal, Visakhapatnam District is aware of such a representation and that it has been made at his/her instance and action will be taken against him/her for violation of Rule 24 of A.P.Civil Services (Conduct) Rules, 1964.

7. The receipt of the Memorandum be acknowledged.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

To
Smt. Nelluri Swathi, Village Revenue Officer, Lakshmipuram Village, O/o Tahsildar, Pendurthi Mandal, Visakhapatnam District ***through*** the Chief Commissioner of Land Administration, A.P., Mangalagiri.
The Chief Commissioner of Land Administration, A.P., Mangalagiri.
Copy to:
The District Collector, Visakhapatnam District.
Sf/Sc.

//FORWARDED::BY ORDER//

SECTION OFFICER

ANNEXURE – I

STATEMENT OF ARTICLES OF CHARGES FRAMED AGAINST SMT NELLURI SWATHI D/O VENKATA RAMANA, VILLAGE REVENUE OFFICER OF, LAKSHMIPURAM VILLAGE O/O THE TAHSILDAR, PENDURTHI MANDAL, VISAKHAPATNAM, VISAKHAPATNAM DISTRICT.

That Smt. Nelluri Swathi D/o Venkata Ramana, Village Revenue Officer of Lakshmipuram village, O/o the Tahsildar, Pendurthi Mandal, Visakhapatnam District (here in after referred as Government Servant), while functioning as such during the period between 11.07.2018 to 20.07.2021 (till date of Surprise Check) committed grave misconduct in as much as:

ARTICLE:

That the Government Servant didn't attend to Tahsildar Office, Pendurthi and was found absent without any leave or prior permission.

Thus, the Government Servant Smt. Nelluri Swathi D/o Venkata Ramana, Village Revenue Officer, O/o the Tahsildar, Pendurthi Mandal, Visakhapatnam District by his above mentioned acts exhibited lack of devotion to duty, failed to maintain integrity, behaved in a manner unbecoming of a Government Servant and brought down the prestige of the Government and there by violated / contravened Rule 3 (1) & (2) of APCS (conduct) Rules, 1964.

G JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

SECTION OFFICER

ANNEXURE – II

STATEMENT OF IMPUTATION OF MISCONDUCT OR MISBEHAVIOR IN SUPPORT OF THE ARTICLES OF CHARGES FRAMED AGAINST SMT NELLURI SWATHI D/O VENKATA RAMANA, VILLAGE REVENUE OFFICER OF LAKSHMIPURAM VILLAGE, O/O THE TAHSILDAR, PENDURTHI MANDAL, VISAKHAPATNAM, VISAKHAPATNAM DISTRICT.

Smt. Nelluri Swathi D/o Venkata Ramana is a native of A.Kothapalli village, Devarapalli Mandal, Anakapalli District. Her date of birth is 26.08.1996. She entered into Government Service on 16.04.2016 as Village Revenue Officer and worked as such at the O/o Tahsildar, K. Kotapadu Mandal from 16-04-2016 to 11.07.2018. She was worked as Village Revenue Officer of Lakshmipuram Village at the O/o Tahsildar, Pendurthi Mandal from 11.07.2018 to 20.07.2021 (till date of Surprise Check). She is drawing Basic Pay of Rs.18,400/-. She is due to retire from service on attaining the age of superannuation on 31.08.2058. He is here-in-after referred to as Government Servant.

CHARGE:

That the Government Servant didn't attend to Tahsildar Office, Pendurthi and was found absent without any leave or prior permission.

FACTS AND EVIDENCE:

On reliable information that the Tahsildar, Pendurthi Mandal, Visakhapatnam District and staff of Pendurthi Tahsildar Office were indulging in irregular practices by abusing their official position, a surprise check was conducted on the office of the Tahsildar, Pendurthi Mandal, Visakhapatnam District by the Inspectors of Police, ACB, Visakhapatnam and Rajamahendravaram along with staff in the presence of two mediators, viz., 1) Sri Jagarapu Ramu, S/o. Srirammurthy, 42 Yrs., Asst. Ex. Engineer, Circle Office, Technical Section, APEPDCL, Visakhapatnam and 2) Sri Bugatha Gowri Vinayaka Majji Ganesh, S/o. Bangarraju (Late), 32 Yrs., Jr. Asst. Circle Office, Visakhapatnam District on 20.07.2021 from 12:05 hrs to 21:45 hrs, on 21.07.2021 from 09:00 hrs to 20:00 hrs and on 22.07.2021 from 09:00 hrs to 02:00 hrs.

The Inspector of Police, ACB, Visakhapatnam and other surprise check party entered into the office of Tahsildar, Kasimkota at 12:05 hours on 20.07.2021 and the Inspector of Police, introduced himself, his staff to Sri Darvath Sreenu, Dy. Tahsildar, Pendurthi mandal who is available in the office and informed him about the purpose of the visit. The Inspector of Police enquired the where abouts of the Tahsildar and he informed that their Tahsildar Sri P. Ramarao went to Chintagatla, Jerripothula Palem and Gurrampalem Villages along with Joint Collector, Housing on official duty.

The Inspector Sri G. Prema Kumar, ACB informed the RDO, Visakhapatnam over phone about the surprise check being conducted on the Tahsildar office, Pendurthi and requested him to visit the office or depute some officer for

assistance to the ACB officials in the surprise check for verification of the Mee-Seva applications.

On enquiry about the personal cash declaration register, the Dy. Tahsildar informed that the Register is not being maintained.

While the proceedings are in progress at about 12:45 hours Tahsildar Sri Paila Ramarao, attended the office. The Inspector, ACB informed the Tahsildar about the purpose of visit.

The Tahsildar office, Pendurthi is located at Pendurthi mandal of Visakhapatnam District. The Main Entrance Gate of the Tahsildar office is facing towards South. The building is single floored building and one election room existed upon the Tahsildar's Chamber. Main entrance into the building is located towards west side. The building consists of 7 rooms. On the south side of entry DT's and other staff room is existed and towards north RI-II and computers staff room is existed. The Tahsildar chamber is located beside the DTs room towards south-west corner, opp. entrance stair case is existed, back side of stair case one room is existed it belongs to RI-I's room, northern side i.e. Video Conference, ASO's and Record rooms are existed. One new record room building is constructed attached to this building towards north side, at present which is used as Mandal Surveyors room.

While the proceedings are in progress, Sri V. Seshubabu, Dy. Tahsildar, HDT Kasimkota, Visakhapatnam who was deputed by the RDO, Visakhapatnam attended Tahsildar Office, Pendurthi at 17:30 hrs. The Inspector apprised him about the surprise check and requested his assistance. He agreed for the same.

During surprise check, the Government servant and 8 VROs of the office of Tahsildar, Pendurthi Mandal, Visakhapatnam didn't attend to Tahsildar Office, Pendurthi Mandal and were found absent without any leave or prior permission. The details of the absentees are as follows:

S.No.	Name of the VRO	Place of Working
01	Dogga Eswara Rao, VRO	Gorapalle (V) & Sachivalayam
02	Dangeti Anand, VRO	Gavarapalem (V) Gorapalle Sachivalayam
03	Samuel, VRO	Gurrampalem
04	Gali Peturi, VRO	Pedagadi (V) & Sachivalayam
05	Nelluru Swathi, VRO	Lakshmipuram (v) Pedagadi Sachivalayam
06	Bobbili Ramesh Naidu, VRO	Sowbhagya Rayapuram (V)
07	Gujjela Devaraj, VRO	Saripalle (V) & Sachivalayam
08	Bommireddipalli Kiran, VRO	Rajeevpeta (V), Valimeraka Sachivalayam

09	Dadi Govindarao	Pinagadi (V) & Sachivalayam

The Inspector questioned Sri P. Ramarao, Tahsildar, Pendurthi Mandal, Visakhapatnam District about the absents of above VRO's, he stated that they were found absent without obtaining any leave or prior permission.

During Surprise check, the Inspector of Police, ACB examined the following and they stated as follows.

1) Sri V. Seshubabu, Dy. Tahsildar, HDT Kasimkota, Visakhapatnam.

He stated that on request of the Inspector, ACB, Visakhapatnam, on the instructions of RDO, Visakhapatnam he attended the office of the Tahsildar, Pendurthi for assistance during the surprise check conducted by the ACB officials on 20.07.2020 and 22.07.2021, he verified the records and etc facts.

2) Sri Sreenivasa Murthy, for District Collector, Visakhapatnam District, Visakhapatnam.

He furnished the job charts, service particulars of the Tahsildar and staff of the Tahsildar's office, Pendurthi, Visakhapatnam Urban.

During enquiry, a letter was addressed to the District Collector, Visakhapatnam about the service particulars and Job chart of the Government Servant and the same were obtained through their letter vide Rc.No.1103/2021/A1/ Dt: 12-1-2022 of District Collector, Visakhapatnam. According to the Job chart following are the duties and responsibilities of the Government Servant as follows:

Job Chart of VROs as per G.O. Ms. No. 415 of Revenue (Ser.III) Department, Dated: 26-09-2019.

i) Maintenance of Village Revenue Records and all Village Revenue Accounts promptly and accurately. Produce the same to senior Officers of the Village Secretariat / Revenue Dept as and when required. **ii)** Collection of Water Tax, Cesses, Taxes and other sums of Revenue Department. **iii)** Azmoish of Fields (100%) inclusive of inspection of survey stones twice a year. **iv)** Protection of Government Lands, Government tanks, trees and other Government properties and take effective steps to safeguard the interests of the Government. **v)** Preserve and safeguard Government Lands and properties from encroachments, damage or misuse including the lands available to the public, such as roads, streets and open spaces in and near their villages. **vi)** Report encroachments damage or misuse of Government Lands and damage to Government property promptly to the Tahsildar and take effective follow-up action. **vii)** Assist the concerned authorities while issuing the proceedings under the provisions of the Revenue Recovery Act by obtaining property details. **viii)** In the event of transfer/ suspension/ removal /dismissal/ retirement or proceeding on leave other than casual leave, he shall hand over all the accounts, registers, records and the like to the person duly appointed by the competent authority or authorized to take charge by the

Tahsildar. **ix)** Issue of certificates: - a) The Village Revenue Officers shall issue Nativity Certificate and Solvency Certificate in their respective jurisdiction duly following the procedure. b) For the other certificates which have to be issued by the Revenue department, he/she will enquire and submit his report to the competent authority. **x)** Provide intimation regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the Revenue Officials in assessing loss sustained because of natural calamities and in providing relief. **xi)** Inform the Railway Station Master, of any mishap or unusual occurrence of floods that might need urgent action to grievant mishap. **xii)** Inform promptly to the higher officials in respect of treasure trove and unclaimed property and escheat. **xiii)** Conduct Panchanama in the recovery of unclaimed property and keep "Government Attached Property" in safe custody. **xiv)** Assist in the preparation, and updation of electoral rolls and perform other election duties as the Government directs. **xv)** Maintenance of Village Chavadies. **xvi)** Every Village Revenue Officer of Grade.I and Grade.II are answerable to the Village/Ward Secretariats.

II) Police Functions: i) The V.R.O. will assist the Revenue functionaries in discharging the Executive Magisterial functions. **ii)** Inform the police of strangers of suspicious appearance who have entered and taken refuge in the village, **iii)** Prevent the commission of any offence or public nuisance, **iv)** Take measures to bring the offenders to justice, **v)** Search for stolen property and bring to the Police Station, **vi)** Preserve in-tact the scene of the offence, **vii)** Take charge of unclaimed property and send to the Police Station.

III) Community Welfare and Development: i) Identifying the beneficiaries with the assistance of V.R.As., and Village/Ward Voluntaries for grant of House sites and Ration cards. **ii)** Report cases of atrocities against Scheduled castes & Scheduled Tribes to the authorities concerned & assist them. **iii)** Strive for eradication of untouchability by providing access to scheduled castes and scheduled tribes in temples, and removal of discrimination in all forms against the scheduled caste population. **iv)** Assist the Department in all Civil Supplies related matters. **v)** Coordinate with Agricultural Assistant in the reconciliation of crops.

IV) Miscellaneous: i) Perform such other duties as may be assigned to him by the Government, Chief Commissioner of Land Administration, Collector/Jt. Collector, Sub-Collector/Revenue Divisional Officer, Tahsildars or any authority of the Revenue Department authorized on this behalf. **ii)** Assist the authorities in servicing legal notices and summons. **iii)** Cause beat of tom-tom and adopts other methods for informing people about events. **iv)** Act as "Inspector" under Minimum Wages Act, 1948 as and when notified by the Competent Authority. The above functions shall be followed by Village Revenue Officer (Grade-I) and Village Revenue Officer (Grade II) strictly.

Hence, the Government Servant didn't attend to Tahsildar Office Pendurthi and were found absent without any leave or prior permission is held substantiated.

Thus, Smt. Nelluri Swathi D/o Venkata Ramana, Village Revenue Officer, O/o the Tahsildar, Pendurthi Mandal, Visakhapatnam District by her above-mentioned acts exhibited a lack of devotion to duty, failed to maintain absolute

integrity, behaved in a manner unbecoming of Government Servant and brought down prestige of the Government and thereby violated/ contravened Rules 3(1) and 3(2) of APCS (Conduct) Rules, 1964.

Hence, it is recommended to initiate departmental action against her for violating Rules 3(1) and 3(2) of APCS (Conduct) Rules, 1964.

G JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

SECTION OFFICER

ANNEXURE – III

ORAL EVIDENCE:

The following oral evidence is available on record.

1.	Sri Jagarapu Ramu, S/o. Srirammurthy, 42 Yrs., Asst. Ex. Engineer, Circle Office, Technical Section, APEPDCL, Visakhapatnam. (Mediator-I of Surprise Check Proceedings). (S.No.1 of Oral Evidence)
2.	Sri Bugatha Gowri Vinayaka Majji Ganesh, S/o. Bangarau (Late), 32 Yrs., Jr. Asst. Circle Office, Visakhapatnam. (Mediator-II of Surprise Check Proceedings). (S.No.2 of Oral Evidence)
3.	Sri V. Seshubabu, Dy. Tahsildar, HDT Kasimkota, Visakhapatnam. (S.No.3 of Oral Evidence).
4.	Sri Sreenivasa Murthy, for District Collector, Visakhapatnam District, Visakhapatnam (S.No. 6 of the oral evidence).
5.	Sri. G. Prema Kumar, Inspector, ACB, Visakhapatnam Range
6.	Any other witness to be mentioned at the time of enquiry.

G JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

SECTION OFFICER

ANNEXURE – IV

DOCUMENTARY EVIDENCE:

1.	Surprise check proceedings dated 20.07.2021, 21.07.2021 and 22.07.2021 drafted in the office of the Tahsildar, Pendurthy, Visakhapatnam. (S.No. 1 of Documentary Evidence).
2.	Letter Rc.No. 1103/2021/A1, dated 17/06/2023 of the District Collector, Visakhapatnam.(S.No.8 of Documentary Evidence)
3.	Any other document to be mentioned at the time of enquiry.

G JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

SECTION OFFICER